
U.S. Department of State Records Schedule

Chapter 07: Personnel

Personnel

B-07-000-01 Personnel Folders of American Employees

Description: Consist of correspondence, forms and other related documents maintained at the post for the sole purpose of facilitating post personnel administration. (For a list of forms covered by this item see: 3 FAM Exhibit 042.3-1; and 042.3-2).

Short-term records. Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF.

Exclusion: USCIS Form I-9 and performance-related records. See item 060 of this schedule for I-9 Forms and items 070, 071, 072, and 073 for disposition of temporary performance-related records.

Exclusion: Agencies not subject to OPM recordkeeping requirements under title 5, U.S. Code, should apply their own agency-specific schedule.

Note 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.

Note 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by GRS 5.2, Transitory and Intermediary Records, item 020.

Note 3: Official personnel records of all American employees are maintained in the Department and constitute the legal records of their employment.

Disposition: Temporary. Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier. (Supersedes GRS 1, item 10a)

DispAuthNo: DAA-GRS-2017-0007-0005 (G **Date Edited:** 9/1/2017

B-07-000-02a(1) Personnel Folders of Non-American Employees

Description: a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNSPA). Covers both Department of State Non-American employees and other U.S. Government agency Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2).

(1) Documents of temporary value on the left hand side of folder, such as requests for personnel action, letters of warning or reprimand and similar disciplinary action papers and letters of referral.

Disposition: Destroy upon transfer of the Official Personnel Folder.

DispAuthNo: NC1-084-80-05, item 1a **Date Edited:** 4/1/1999

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B-07-000-02a(2)(a)	Personnel Folders of Non-American Employees
Description:	a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNSPAH). Covers both Department of State Non-American employees and other U.S. Government agency Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2). (2) Documents maintained on the right hand side of folder. (a) Transferred Employees.
Disposition:	Forward Official Personnel Folder upon request to gaining post or Federal agency, after destroying temporary documents.
DispAuthNo:	NC1-084-80-05, item 1b(1) Date Edited: 4/1/1999
B-07-000-02a(2)(b)	Personnel Folders of Non-American Employees
Description:	a. Official Personnel Folders of Non-American Employees including Foreign Service Nationals and Third Country Nationals (See 14.5 of FNSPAH). Covers both Department of State Non-American employees and other U.S. Government agency Non-American employees - when the post acts as their personnel office. For a list of forms covered by the following items see: FSNPAH, Section 14, items 14.5 (1) and 14.5 (2). (2) Documents maintained on the right hand side of folder. (b) Separated Employees.
Disposition:	Retire to the Department Personnel Records Branch (HR/EX/RIM) 1 year after the date of separation or death of employee.
DispAuthNo:	NC1-084-80-05, item 1b(2) Date Edited: 4/1/1999
B-07-000-02b	Personnel Folders of Non-American Employees
Description:	b. Personnel Folders of Uncompensated Non-Americans. Personnel folders of uncompensated Non-Americans at post (e.g. China). Consists of information post needs to preserve and protect U.S. interests.
Disposition:	Send the original DS-693B and records to RSC and a copy of the DS-693B to HR/EX/RIM. These records are not sent to St. Louis. Transfer to WNRC after 1 year. Destroy 50 years after retirement from post.
DispAuthNo:	N1-084-93-01, item 1 Date Edited: 4/1/1999

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B-07-000-03 Supervisors' Personnel Files

Description: Records on positions, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called supervisors' working files, unofficial personnel files (UPFs), and employee work folders or "drop" files.

Includes applications for and correspondence regarding membership cards, exchange store (i.e., PX, BX, NEX, MCX), commissary or restaurant privileges, etc.

Exclusion 1: Records that become part of a grievance file, an appeal or discrimination complaint file, a performance-based reduction-in-grade or removal action, or an adverse action. These records are covered under GRS 2.3, Employee Relations Records.

Exclusion 2: Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record. Reasonable accommodation employee case files are covered under GRS 2.3, Employee Relations Records.

Disposition: Temporary. Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer. (Supersedes GRS 1, item 18a and GRS 1, item 18b)

DispAuthNo: DAA-GRS-2017-0007-0012 (G) **Date Edited:** 9/1/2017

B-07-000-04 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

B-07-000-05 Leave Record Cards - American

Description: Leave Record Card (OF-202) or comparable records for American employees. Records showing by pay period all leave earned, taken, or forfeited, as well as leave balances for the entire year. (See 4 FAM 534.4-2)

Disposition: Block annually. Destroy when 5 years old.

DispAuthNo: NN-166-080, item 1 **Date Edited:** 4/1/1999

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B-07-000-06 Leave Record Cards - Non-American

Description: Leave Record Card (OF-202) or comparable records for Non-American employees. Final record showing accumulated leave on separation of employee.

Disposition: File on left side (short-term) or right side (long-term) of the Official Personnel Folder (OPF), as appropriate. (Supersedes GRS 2, item 9a)

DispAuthNo: GRS 2.5, Item 040 **Date Edited:** 3/9/2017

B-07-000-07 Time and Attendance Records

Description: Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Includes forms such as OF 71, DS-7100, and DS-1216--final report and all approved leave, overtime, and comp time forms.

Legal citation: 29 U.S.C. 516.5a

Disposition: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 6a; GRS 2, item 6b; and GRS 2, item 7)

DispAuthNo: DAA-GRS-2016-0015-0003 (G **Date Edited:** 9/13/2017

B-07-000-09a Personal Services - Contracts

Description: a. Contracts and related documents pertaining to the hiring of American and Non-American chauffeurs, gardeners, typists, etc.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 6/22/2015

B-07-000-09b Personal Services - Contracts

Description: b. Other copies.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS6, item 1a).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 6/22/2015

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B-07-000-10	Efficiency Reports on American Employees
Description:	Copies retained at post. Original forwarded to the Department Bureau of Personnel for incorporation in Official Personnel Folder.
Disposition:	Destroy 1 year after employee is permanently transferred.
DispAuthNo:	Non-Record Date Edited: 4/1/1999
B-07-000-11a	Communications Regarding Employee Awards, Promotion and Training
Description:	a. Telegrams, operations memoranda, circulars and other types of communications, including congratulatory and commendatory messages, requests for training, notices of arrival and departure of trainees, employee suggestions, awards, ceremonies, and notice of service awards presented, excluding copies of any significant items maintained in employee personnel folders and excluding records identified in items 070012 through 070017.
Disposition:	Destroy when 3 years old.
DispAuthNo:	II-NN-3544, item 13a Date Edited: 1/19/2011
B-07-000-11b	Communications Regarding Employee Awards, Promotion and Training
Description:	b. Communications regarding training materials and supplies.
Disposition:	Block annually. Destroy when 1 year old.
DispAuthNo:	II-NN-3544, item 13b Date Edited: 1/19/2011
B-07-000-11c	Communications Regarding Employee Awards, Promotion and Training
Description:	c. Communications regarding language and other training programs, including budget estimates, allotments of funds, surveys and appraisal reports. Excludes accounting records maintained by post budget and fiscal office.
Disposition:	Destroy when 3 years old.
DispAuthNo:	II-NN-3544, item 13c Date Edited: 1/19/2011
B-07-000-12	Cost of Living Reports
Description:	Includes reference material assembled for their preparation and related communications.
Disposition:	Destroy when superseded by the second submission following the effective date.
DispAuthNo:	NN-169-096, item 1 Date Edited: 4/1/1999

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B-07-000-19 **Staffing Patterns (American Employees/Foreign Service Nationals)**

Description: Copies of staffing patterns for Foreign Service posts.

Disposition: Destroy when superseded.

DispAuthNo: NN-166-054, item 1

Date Edited: 4/1/1999
